

Vidya Bhawan

Balika Vidyapith Lakhisarai

Class :6

23/07/2020

Subject : English.

By : R.N.Singh

(Based on NCERT)

APPLICATION WRITING

QUESTION : You are Rupak of Class 6 .
Write an application to your principal for allowing you to attend the school in civil dress for few days as a uniform of your size is not available.

Answer,:

To
The Principal
Balika Vidyapith
Lakhisarai

Subject: Regarding School Uniform

Respected Sir

I have recently taken admission in Class vi in your school. The correct school uniform in my size is not available in any of the shops in the market. I request you to kindly permit me to attend in civil dress for a week and in mean while the dress would be arranged for. I would be

highly obliged if you permit me the same.

Thanking You.

Yours obediently

Rupak

Class :viA

Roll no. 1

Now

H.w.

You are SONI/ SONU of your school..

Write an application to the Principal of your school asking him to permit you to avail bus facility from the month of August.